

ICMPD Generic Job Profile

Junior Project Officer¹- Data Management

Functional Overview

The Junior Project Officer – Data Management (JPO-DM) supports the relevant project/programme by contributing to the collection, collation, analysis and presentation of data. The JPO-DM's focus is on contributing to Monitoring, Evaluation, and Learning (MEL) related processes, supporting internal information sharing practices, and assisting with the standardisation of data collection. They also contribute to optimising data and document management in existing Microsoft 365 tools.

Key Results

Data Collection, Monitoring, Reporting: Colleagues assisted in establishing and maintaining monitoring tools (e.g. indicator tracking sheets, data collection templates) to support project implementation and reporting. Data is collected, cleaned and validated to ensure accuracy, completeness and consistency. Datasets and summaries are prepared to support internal and donor reporting processes.

Data Analysis and Visualisation: Support provided to analyse project data using relevant tools to identify trends and support reporting needs. Dashboards, charts and infographics developed and regularly updated to present key results in a clear and user-friendly manner. Visual materials produced for reports, presentations and knowledge products.

Data Management: Support provided to the development, maintenance, and promotion of internal data management practices, tools, and platforms, including ICMPD's knowledge base and Microsoft 365 environment. Structured repositories of project and programme data developed/maintained. Contributions made to improving data accuracy, analysis, and reporting, including in relation to the project/programme lifecycle.

Knowledge Sharing and Learning: Contributions made to knowledge-capturing and knowledge-sharing initiatives, including the documentation of lessons learned, good practices and success stories from ICMPD projects/programmes. Coordination and support provided, with tools and guidance developed to help staff contribute and access knowledge products

¹ This profile is classified at IP/LP1.

Required Expertise

- Strong technical and digital literacy skills. Familiarity with standard Microsoft 365 tools (e.g. Excel, SharePoint List, Teams) and the Microsoft Power Platform would be a distinct advantage.
- Proficiency in Excel and data analysis, including experience with Power Query, pivot tables and data-cleaning techniques to support effective reporting.
- Ability to develop and manage data reports, dashboards (especially Microsoft Power BI) and content repositories (Microsoft SharePoint), ensuring high-quality data and user-friendly presentation.
- Organised and proactive disposition, with attention to detail, the ability to coordinate multiple tasks and shifting priorities under deadlines.
- Strong communication and collaboration skills across diverse teams and levels of seniority.

Qualifications, Experience and Language Skills

- Master's or equivalent university degree in information management, data science, organisational learning, or a related field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of one year of experience in supporting data management, monitoring and evaluation, or project implementation.
- Experience working on collaboration platforms and dashboard tools (e.g. SharePoint, Power BI, Excel, Tableau, or similar).
- Good organisational and interpersonal skills.
- Experience in administering online project management platforms including the management of data import/export processes and workflows is an advantage.
- Experience in developing engaging visual materials, including infographics, presentations and other visual outputs, is an advantage.
- Understanding of project management lifecycle is an advantage.
- Proficiency in English (verbal/written); knowledge of other languages is an asset.